

IDAHO MAGNETIC MEDIA TRANSMITTAL
for Tax Year _____
W-2 AND 1099 INFORMATION REQUIRED

You must complete each section of this form. If you do not, we will return your media.

1. Name of transmitter <hr/> Address <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">City</div> <div style="width: 15%;">State</div> <div style="width: 45%;">Zip code</div> </div> <hr/> 2. Name of person to contact about this magnetic media file <hr/> Address <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">City</div> <div style="width: 15%;">State</div> <div style="width: 45%;">Zip code</div> </div> <hr/> 3. Telephone number of contact person <hr/>	4. Number and type of media: <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">_____ Cartridge (s)</div> <div style="width: 40%;">_____ CD (s)</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">_____ Diskette (s)</div> <div style="width: 40%;"></div> </div> <hr/> 5. Type of submission (check one only): <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> W-2 <input type="checkbox"/> </div> <div style="text-align: center;"> 1099 <input type="checkbox"/> </div> </div>
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Summary of Employers Included on Magnetic Media

6. Name of Employer	7. Idaho Withholding Account Number	8. Federal Employer Identification Number	9. Number of Forms	10. Total Idaho Wages per W-2s from line 1, Form 956		11. Total Idaho Withholding per W-2s or 1099s from line 14, Form 956	
				\$		\$	

FOR STATE USE ONLY

MAIL MEDIA TO: <div style="text-align: center;"> Magnetic Media Coordinator Idaho State Tax Commission 800 Park Blvd Plaza IV PO Box 36 Boise Idaho 83722-0410 </div> TELEPHONE: <div style="text-align: center;"> (208) 334-7787 </div>	Times run	#1	#2	#3	#4	#5
	Date Received					
	Uploaded By:					
	Reformat By:					
		<input type="checkbox"/> VALID <input type="checkbox"/> INVALID	<input type="checkbox"/> VALID <input type="checkbox"/> INVALID	<input type="checkbox"/> VALID <input type="checkbox"/> INVALID	<input type="checkbox"/> VALID <input type="checkbox"/> INVALID	<input type="checkbox"/> VALID <input type="checkbox"/> INVALID
	Date:					
	Confirmed:					

COMMENTS

Idaho Payer Summary for W-2 Magnetic Media Form 96-T

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Name and address of transmitter	Employer Identification Number of transmitter (must be entered)
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Summary of Employers Included on Magnetic Media

[illegible]

FORM 96-T INSTRUCTIONS

You **must** complete Form 96-T and enclose it with your magnetic media. **You must complete each identified area. Use as many attachments as necessary.**

1. Transmitter

The person or company that mailed the magnetic media.

2. Contact Person

The contact person should be someone who has technical knowledge of the data being submitted.

3. Telephone Number

Telephone number of contact person.

4. Number of Magnetic Media

Enter the number of magnetic media you submit with this transmittal. Be sure to include the sequence of diskettes on the external label. **If each diskette is a complete set (i.e. record types "RA" through "RF"), sequence them all 1 of 1. If more than one diskette is required to process the set, sequence them 1 of 3, 2 of 3, and 3 of 3, etc.**

5. Type of Submission

Check the box indicating the type of filing. If you issued W-2s to employees showing wages and tax withheld, check the W-2 box. If you are reporting payments other than wages, check the 1099 box. For more 1099 information, refer to IRS Publication 1220 and the instructions printed on Idaho Form 96.

6. Name of Employer

The employer who pays wages (W-2s); the person or firm making the payment that is being reported (1099s).

7. Idaho Withholding Account Number

Enter the account number assigned by Idaho to the corresponding EIN. The account number is printed in the upper left portion of your Idaho Form 956. Do not use the hyphen or W. Anyone withholding Idaho tax must have an Idaho account number.

8. Federal Employer Identification Number

For each payer, enter the federal Employer Identification Number (EIN) assigned by the Internal Revenue Service. This consists of the first nine numbers printed at the bottom of your Idaho Form 956.

9. Number of Forms

Enter the number of Idaho employees (W-2s) or payees (1099s).

10. Enter the total amount of wages from line 1, Form 956.

11. Enter the total amount of withholding per W-2s or 1099s from line 14, Form 956.